



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

ForO 5000.7A

PAD

MAY 23 2016

FORCE ORDER 5000.7A

From: Commander

To: Distribution List

Subj: MARINE CORPS BAND NEW ORLEANS UTILIZATION AND SUPPORT

Ref: (a) MCO 5720.77
(b) DoD 5500.7-R, "Joint Ethics Regulation," August 30, 1993
(c) DoD Directive 5410.18, "Public Affairs Community Relations Policy" November 20, 2001
(d) DoD Instruction 5410.19, "Public Affairs Community Relations Policy Implementation" November 13, 2001
(e) SECNAVINST 5720.44
(f) National Defense Authorization Act 2014
(g) MCO 5000.18B
(h) MCO 11240.106B
(i) MCO 5060.20
(j) MCO 1200.17E
(k) MCO 11000.22

Encl: (1) Military Request for Musical Support
(2) DD Form 2536, Request for Armed Forces Participation in Public Events

1. Situation. To publish policies and procedures for supporting, employing, and requesting the Marine Corps Band New Orleans. The Band is a deployable element of Marine Forces Reserve (MARFORRES) and a professional musical organization that provides musical support to increase the public image and visibility of MARFORRES through official events and strategic community outreach programs. The Band accomplishes this by providing support in the form of concert Band, ceremonial/marching band, jazz band, jazz combo, and other small ensembles as personnel and mission dictate. These performances enhance the morale and esprit de corps of MARFORRES personnel and provide valuable exposure for the Marine Corps through public performances.

2. Cancellation. Force Order 5000.7.

3. Mission. The mission of the Marine Corps Band New Orleans is to provide musical support for military ceremonies, Marine Corps community relations programs, Marine Corps personnel procurement programs, and other official activities as directed by the Commander, MARFORRES (COMMARFORRES). The Marine Corps Band New Orleans is under the supervision of the Assistant Chief of Staff (AC/S) Public Affairs. The Band serves at the request of MARFORRES Major Subordinate Commands (MSC), Marine Corps Recruiting Command, and in accordance with (IAW) the National Community Relations Campaign plan to support the Force mission and augment the Total Force IAW reference (a).

DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The Marine Corps Band New Orleans will provide professional industry-standard musical support for official MARFORRES operations, events, and activities as directed by COMMARFORRES. The Band will engage with the American people through Marine Corps community relations events according to the Commander's Communication Strategy and assist in recruitment for both Reserve and Active components in concert with Marine Corps Recruiting Command and IAW reference (a).

(b) Appearance of the Marine Corps Band New Orleans in high profile/high visibility events of all types helps promote the MARFORRES message and reputation in the public domain. Marine Corps musical unit participation in the public domain is governed by references (b) through (f).

(c) Engagement of key audiences identified in the Commander's Communication Strategy and National Community Outreach plan is an important aspect of the Force's ability to remain ready, relevant, and responsive in its mission.

(d) In a tactical environment, the Band's mission is to augment an assigned headquarters defense IAW reference (g).

(2) Concept of Operations. The Marine Corps Band New Orleans is under direct operational control of COMMARFORRES; is a component of the Public Affairs Department; and is administratively supported by the Commanding Officer, Headquarters Battalion (HqBn), MARFORRES.

b. Tasks

(1) Counsel. Evaluate support requests for legality according to references (a) through (f) as needed, and report findings to the Band Officer for appropriate action.

(2) Combat Camera. Support the Band's publicity needs with printed materials and concert programs as requested. Whenever possible, the highest quality materials and products should be used to further enhance the image of professionalism of the Marine Corps and MARFORRES.

(3) Commanding Officer, HqBn

(a) Support the Band's administrative needs including personnel administration, facilities maintenance, automated data processing support, annual and required military training, communications, custody maintenance records, procurement support, and transportation requirements.

(b) Funeral detail and memorial service support will be coordinated between the Band and HqBn S-3 with at least 24 hours notice. When the Band is unable to provide support, the electronic bugle maintained by S-3 will be utilized.

(c) Excuse all Band personnel from barracks and Officer of the Day duties. The Band maintains a 24-hour Duty Noncommissioned Officer, and is frequently on duty beyond working hours or out of the local area.

(d) When use of the coach is impractical, HqBn motor pool will provide a passenger van when available for small ensemble use and one enclosed and lockable box truck to support movement of the Band's equipment. If no truck is available, one will be contracted per normal contracting procedures.

(e) Support annual and required training for the Band as a unit including rifle and pistol ranges; swim qualifications, chemical, biological, radiological, nuclear (CBRN) training; and all classroom training.

(4) AC/S G-3. Inform AC/S Public Affairs of proposed and scheduled Theater Security Cooperation Operations, Combined Arms Exercises, Medical and Engineering Capabilities Exercises that may benefit MARFORRES and the cooperating nations/militaries from musical support.

(5) AC/S G-6

(a) Provide technical support for the Band's Information Technology (IT) assets.

(b) Provide technology refresh and replacement of damaged or lost IT assets assigned to the Band (five Blackberry devices and five laptop computers with air cards or equivalent technology) as required.

(6) Facilities. Provide material and personnel support to maintain the Band Annex and its environs, including audio and video recording capabilities, acoustic and environmental conditions, and physical security capabilities.

c. Coordinating Instructions

(1) Unit Integrity. Marine Corps Band New Orleans is organized with the minimum number of musicians required to accomplish primary and secondary missions. The nature of Band operations requires participation of the entire unit in most performances, rehearsals, training evolutions, and internal support functions. To ensure the ability of the Marine Corps Band New Orleans to fulfill its mission, and IAW reference (g), duty assignments for Marines assigned to the Band are limited to duties within the Band.

(2) Operations. The Band Officer is the approving authority for all musical requests and coordinates the operational schedule for all Band commitments and activities, according to references (a) and (g). This includes military, public ceremonies/events, required training, leave, and liberty. Since adequate preparation time is essential to provide the level of support expected of Marine Corps Bands, scheduled rehearsals are considered an operational commitment. Band Marines serve as the internal support staff that plan and execute the musical and logistical requirements for all commitments, and require daily administrative time in order to complete collateral duties integral to the operations of the Band.

(3) Leave Periods. Marine Corps Band New Orleans is organized with the minimum number of Marines to accomplish primary and secondary missions;

unit integrity is essential to training and operations. Therefore, the Band will take leave as a unit (block leave) twice per year according to the operational schedule authorized by the Band Officer. These periods will generally occur as two weeks in the summer, and two weeks in the winter around the holiday period. Periods of non-availability will be published by the Band Officer through the Force Chief of Staff to MSC Chiefs of Staff in order to facilitate ceremony planning of subordinate units. Leave requested by individual Marines of the Band outside these block periods will be considered by the Band Officer on a case-by-case basis as operations allow.

(4) Military Events. Includes all ceremonies, changes of command, relief and appointments, reviews, colors ceremonies, Marine Corps birthday celebrations, receptions, mess nights, dining-in, and concerts that are sponsored by and performed for military units IAW reference (f).

(a) Marine Corps Band New Orleans will participate in ceremonies IAW references (g) and (i), and all requests for musical support must be in writing and contain the information outlined in enclosure (1).

(b) Requests for support must be received 30 days in advance to be considered. Waivers for under 30 days will be submitted to MARFORRES Executive Director for consideration. Requestors must provide a correct Sequence of Events (SOE) IAW reference (i) no later than (NLT) two weeks before the event for approval. Failure to provide a correct SOE may result in support being denied.

(c) Special or additional music requests can be performed provided music is readily available and notice is given at least 14 days prior to the event in. Requests must be in writing. Enclosure (1) will be used for these requests.

(d) A small musical detail, consisting of a bugler and a drummer, will be provided for the final rehearsal of ceremonial commitments as operational commitments allow. For Flag Officer-level ceremonies the ceremonial Band will support the final rehearsal, and a bugler and a drummer will support each all-hands rehearsal.

(e) As the Band's schedule permits, a bugler will be provided as requested to perform "Taps" for funeral details and memorial services.

(f) Most military commitments have inclement weather plans, which should conform to reference (i). The Band Officer will decide if the Band will perform outdoors during inclement weather.

(g) Musical support for ceremonies and events of other military services are considered only when a Band from the requesting service has been confirmed to be unavailable, and supporting documentation provided.

(h) When the utility uniform is prescribed for military parades and ceremonies, the Marine Corps Band New Orleans will not wear Modular Lightweight Load-carrying Equipment (MOLLE) gear, and will wear soft covers, as authorized by reference (g).

(5) Community Relations Events. Includes all Marine Corps Band New Orleans appearances in the public domain sponsored by civilian organizations,

community outreach tours, and events in conjunction with the Commander's Communication Strategy and according to references (a) and (f).

(a) Band participation in community relations events will be IAW references (a) through (f). All requests will be submitted via DD Form 2536, enclosure (2).

(b) Requests for musical support for community events will be immediately forwarded to the Band for staffing. The Band Officer will notify the sponsor, in writing, whether the event can be supported. Once approved, the Band will coordinate directly with the sponsor.

(c) The Office of Marine Corps Communication Boards publishes a list, annually, of Nationally Significant Events via MARADMIN. Events identified by the Commandant of the Marine Corps in his Strategic Engagement Program and the Music Outreach Program will be supported when operationally possible. Due to the lengthy logistical process involved in supporting nationally significant events and in order to maximize potential results, once Marine Corps Band New Orleans is designated for support, these events will take scheduling and budgetary priority IAW reference (a).

(d) Marine Corps Band New Orleans will plan, budget for, and execute multiple Community Relations Recruiting tours each year as part of the operational calendar. These tours will promote the Commander's Communication Strategy and personnel procurement missions while increasing the public image of the Marine Corps and MARFORRES. When practical, tours should focus on geographic areas that would benefit from public relations and personnel procurement effort identified by AC/S Public Affairs, and IAW reference (a).

(e) Outdoor Band performances may be cancelled at the Band Officer's discretion, when weather conditions are likely to cause damage to instruments or are unsafe for personnel. This includes, but is not limited to rain, excessive humidity, or temperature below 40 degrees including wind chill factors and temperatures above 95 degrees including heat index, as defined in references (e) and (g).

(6) Commitment Scheduling and Priority. Scheduling commitments will generally follow a first come, first served basis, but will not be confirmed outside of a 90-day window to allow for support to military commitments, which take priority. Military unit functions at the Battalion/Squadron level or above will receive priority, with smaller units receiving consideration on a case-by-case basis. Individual retirements are strictly considered on a first-come, first-served basis. When requests for a particular time, or requests for support outside the 90-day window, will be prioritized in the following order: COMMARFORRES; MARFORRES MSCs; other Marine Corps units; other military service units and civilian events. Civilian events of national significance may take precedence over other events as determined by the COMMARFORRES, IAW reference (a). The AC/S for Public Affairs, will resolve any scheduling disputes.

(7) Commitment Request Submission Requirements. Requests for musical support may be submitted at any time but will not be confirmed earlier than 90 days prior to the event. To allow for sufficient planning and preparation time, the Band must receive all written requests NLT 30 days before a supportable event. Requests received less than 30 days prior to the event

will normally not be considered, but this can be waived at the discretion of the MARFORRES Executive Director. Requests to support funeral details and memorial services are exempt from this 30 day policy. Once confirmed, all ceremonies must provide a proper SOE to the Band no less than two weeks prior to the commitment. If a SOE is not provided, or does not conform to the Marine Corps Drill and Ceremonies manual, IAW reference (i), the Band reserves the right to withdraw support.

(8) Scheduling Conflicts. The Marine Corps Band New Orleans is an official representative of MARFORRES and the United States Marine Corps at all commitments. Should a conflict arise between a scheduled performance and a local administrative or training event inside the 90-day confirmation window, the performance will take precedence in order to avoid public affairs or community relations issues, IAW reference (a).

5. Administration and Logistics

a. The Deputy Director, Public Affairs will serve as the funds manager for the Band, and will administrate and supervise the operating budget via Force Comptroller, as an Approving Official (AO) in Purchase Request (PR) Builder, and Miscellaneous Document (MD) approver in Memorandum Fiscal System (MFS).

b. The Band Instrument Repair Technician, IAW reference (j), acquires, maintains supplies, repairs, maintains Band property, determines instrument and equipment replacement requirements, facilitated by the AO in PR Builder, or Funds Manager for Government Commercial Purchase Card (GCPC) purchases.

c. Temporary Additional Duty (TAD) procedures will be IAW the Joint Travel Regulations (JTR). When the Marine Corps Band New Orleans is traveling outside the local area and/or there is a requirement for the Band to be billeted overnight, orders will be issued by the Instrument Repair Technician, who is assigned as Organization Defense Travel Administrator (ODTA).

(1) The Band will normally travel on individual orders.

(2) For military commitments other than MARFORRES units, the requestor must provide the Band with appropriation data for funding NLT 30 days prior to the commitment date or risk cancellation.

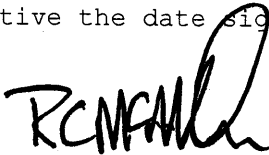
(3) Messing and billeting must meet minimum standards as defined IAW reference (i) and (k) for adequacy.

d. Given the nature of the Band's operations, members often travel in appropriate civilian attire while carrying uniforms. Marines attached to the Band are authorized to travel in government vehicles, which includes check out and return of motor pool vehicles in civilian attire.

e. Support of official Marine Corps events outside the local area is contingent on availability of transportation. The requesting unit may be required to provide transportation to and from the New Orleans metropolitan area.

6. Command and Signal

- a. Command. This Order is applicable to MARFORRES.
- b. Signal. This Order is effective the date signed.


REX C. MCMILLIAN

DISTRIBUTION: D

Copy to: CMC (RA)
CMC (P&R-RFF)

Directives issued by this Headquarters are published and distributed electronically.

MARINE CORPS BAND NEW ORLEANS
REQUEST FOR MUSICAL SUPPORT
STATEMENT OF UNDERSTANDING

INSTRUCTIONS

*****THIS REQUEST MUST BE SUBMITTED NLT 14 DAYS PRIOR TO THE CEREMONY*****
*****THIS PAGE MUST BE INCLUDED WITH THE REQUEST*****

1. Copy the text on the following page and paste it onto your unit's letterhead.
2. Complete the required information.
3. The document must be signed by the Commanding Officer or someone with "by direction" authority.
4. SUBMIT BOTH PAGES OF THIS DOCUMENT WITH SIGNATURE. All of these methods are acceptable:
 - a. E-Mail. Scan the signed documents and email it to
SMB_MARINE_CORPS_BAN@usmc.mil.
 - b. Hand Deliver. Deliver the document to the Band Annex aboard
MARCORSPTFAC New Orleans, LA.
5. When TAD orders are required and the requesting unit does not fall with Marine Forces Reserve or Marine Forces North, it is the unit's responsibility to provide for, or cover all cost associated with the Band's TAD performance (i.e. billeting, meals, and transportation).
6. Musical support for rehearsals will be based upon Band's availability.
7. For ceremonial support, a script must be submitted to the Drum Major, Small Ensemble Leader, and/or Enlisted Conductor **NLT one week** before the ceremony.
8. For recruiting support, a detailed schedule must be submitted to the Band's tour coordinator NLT two weeks before the start of TAD. The schedule should include POC information for each school or event.
9. Modifications to the date and time of the event may alter the approval status. Please submit any changes as soon as possible.

I have read and understand these instructions.

Printed Rank/Last, F. M.: _____

Signature: _____

Date: _____

UNIT LETTERHEAD

SSIC
Section
Date

From: Unit Commander or Section Officer in Charge title
To: Officer in Charge, Marine Corps Band New Orleans

Subj: MUSICAL SUPPORT REQUEST FOR MILITARY EVENT

Ref: (a) MCO P5060.20
(b) MCO P5000.18B
(c) ForO 5000.7C

Encl: (1) Request for Musical Support Statement of Understanding

1. Per the references, the following request is submitted:
 - a. Type of event:
 - b. Date of event:
 - c. Time event starts and duration. If music before the ceremony is requested, enter the time pre-ceremonial music begins:
 - d. Location of the event. Be as specific as possible:
 - e. Uniform for the event:
 - f. Number of people expected to attend the event:
 - g. Name of dignitaries/VIPs expected to attend. Specify if the dignitary/VIP has confirmed attendance:
2. I have read and understand the requirements specified on the instruction page. INT:_____. Additionally:
 - a. The ceremony's sequence of events will adhere to reference (a).
 - b. Per references (b) and (c), the band's participation in rehearsals will be based upon availability.
 - c. Per reference (c), special music requests will only be considered if submitted in writing NLT 2 weeks prior to the requested event.
3. (Insert a point of contact with commercial phone, DSN phone, and email here).

I. M. MARINE

REQUEST FOR ARMED FORCES PARTICIPATION IN PUBLIC EVENTS (NON-AVIATION)		OMB No. 0704-0290 OMB approval expires Aug 31, 2013	
<p>The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0290). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE APPROPRIATE ADDRESS ON THE BACK OF THIS FORM.</p>			
ALL DATA WILL BE HANDLED ON A "FOR OFFICIAL USE ONLY" BASIS.			
PURPOSE: This form is used to request all Armed Forces MUSICAL UNIT, TROOP, COLOR/HONOR GUARD, and/or EXHIBIT/EQUIPMENT participation in public events. The information is required to evaluate the event for appropriateness and compliance with DoD policies and for coordination with the units involved. Please complete all sections.			
SECTION I - EVENT DATA			
1. SPECIFIC REQUIREMENT (i.e., Band, Marching Unit, Color Guard, Tank, etc.)		2. DATE OF EVENT (YYYYMMDD)	3. TIME OF EVENT a. FROM: b. TO:
4. TITLE OF EVENT (Website, if applicable)		5. EXPECTED ATTENDANCE	
6. SITE OF EVENT (i.e., Park, Auditorium, etc.) (NOTE: This site must be accessible to and usable by persons with disabilities.)		7. ADDRESS OF EVENT (Street, City, State, ZIP Code)	
8. PROGRAM (Describe program theme and objective, audience size and civic makeup, and the purpose of Armed Forces participation.)		9. HAVE OTHER ARMED FORCES UNITS BEEN REQUESTED TO SUPPORT THIS EVENT? (If so, specify.)	
10. IS THERE ANY CHARGE? (i.e., admission, parking, etc. If so, specify.)		11. IS THIS EVENT BEING USED TO RAISE FUNDS FOR ANY PURPOSE? (If so, specify how funds will be distributed.)	
12. WILL ADMISSION, SEATING, AND ALL OTHER ACCOMMODATIONS AND FACILITIES CONNECTED WITH THIS EVENT BE AVAILABLE TO ALL PERSONS WITHOUT REGARD TO RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN? (X appropriate box)			YES NO
SECTION II - SPONSORING ORGANIZATION DATA			
13. NAME OF SPONSORING ORGANIZATION			
(X appropriate box for each item.)			YES NO
14. IS THE SPONSORING ORGANIZATION A CIVIC ORGANIZATION?			
15. DOES THE EVENT HAVE THE OFFICIAL BACKING OF THE LOCAL GOVERNMENT?			
16. DOES THE SPONSORING ORGANIZATION EXCLUDE ANY PERSON FROM ITS MEMBERSHIP OR PRACTICE ANY FORM OF DISCRIMINATION IN ITS FUNCTIONS BASED ON RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN?			
17. SPONSOR'S REPRESENTATIVE (Please PRINT all contact information.)			
a. NAME		b. ADDRESS (Street, City, State, ZIP Code)	
c. PRIMARY TELEPHONE NO. (Include area code)	d. ALTERNATE TELEPHONE NUMBER	e. FAX NUMBER (Incl. area code) f. E-MAIL ADDRESS	
SECTION III - SPONSORING ORGANIZATION SUPPORT DATA			
Event sponsors must agree to fund certain military expenses when the requested military resources are not local to the geographic area of the event. See paragraph 3 of the instructions on the back of this form. (X appropriate box for each item.)			YES NO
18. Does the sponsor agree to fund the standard Military Services allowance for meals, quarters, and incidental expenses for Armed Forces participants?			
19. Does the sponsor agree to fund transportation, meals, and hotel accommodations for unit representatives to visit the site prior to the event?			
20. Does the sponsor agree to fund transportation costs from home station to the event and return for Armed Forces participants?			
21. Does the sponsor agree to fund transportation costs for Armed Forces participants between the site of the event and the hotel?			
22. Does the sponsor agree to provide telephone facilities for necessary official communications at the site of the event?			
SECTION IV - CERTIFICATION			
23. I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.			
a. SIGNATURE OF SPONSOR'S REPRESENTATIVE		b. DATE SIGNED (YYYYMMDD)	c. PRINT NAME AND TITLE

DD FORM 2536, OCT 2010

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

INSTRUCTIONS

1. This form is used to request Armed Forces musical unit, personnel, color/honor guard and/or exhibit/equipment participation in public events. The requested information is required to evaluate the event. Please complete all sections.

2. Armed Forces musical units are organized for ceremonial and traditional purposes and to support recruiting activities. However, they may be authorized to provide certain specified presentations, such as patriotic ceremonies, for public programs. Armed Forces musical organizations are not permitted to provide entertainment, background, dinner, dance or other social music at public or private events in competition with the customary or regular employment of local civilian musicians. Limited resources permit only one band and/or choir to perform at an event, and the Military Services reserve the right to cancel support to sponsors who have scheduled more than one such military unit.

3. Department of Defense policies require that Armed Forces participation in public events will be provided at no additional cost to the Government. The sponsor is required to pay, when necessary, the standard Military Services allowance for quarters and meals for all Armed Forces participants and for other services which have been determined in advance by the Military Services and agreed to by the sponsor. Transportation and meal costs are not usually incurred when support is provided from a local military installation. However, circumstances may dictate reimbursement for any or all of these costs may be necessary. All costs are binding after a unit, personnel, or exhibit has arrived at an event site, even though weather conditions or other unforeseen circumstances force the event to be cancelled.

4. This form should be submitted to the appropriate Military Service (listed in right hand column) not less than 30 nor more than 90 days in advance of a scheduled program. Please realize that all Armed Forces units have specific military missions and training requirements. Participation in public programs will only be authorized when such support is in the best interests of the Department of Defense and the Military Services and does not interfere with mission or training programs. In all cases, operational commitments must take priority and can cause previously scheduled appearances to be cancelled.

5. Additional forms may be obtained on the Internet at <http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2500-2999.htm>. For legibility, event sponsors are highly encouraged to fill out applicable information on-line prior to printing out form. Submit forms through the nearest military installation public affairs office, or from any of the military public affairs offices listed to the right. If you have questions regarding information required on this form, please call the Directorate for Programs and Community Relations between 8:30 a.m. and 5:00 p.m. Eastern Time, Monday through Friday (703) 695-2113.

MAIL COMPLETED REQUEST FORM TO:

The Commander of the Military Installation closest to the event; OR to the appropriate Military Service listed below:

ARMY:

Community Relations Division
HQDA, Office of the Chief, Public Affairs
1500 Army Pentagon, Room 1D470
Washington, DC 20310-1500
aodcomrel2@hqda.army.mil (e-mail)
(703) 614-3354 (fax)
www.army.mil/comrel

MARINE CORPS:

Requests for Marine Corps assets must be submitted online at
www.usmc.mil/community
(703) 614-1034 (voice)

NAVY:

Navy Office of Community Outreach
5722 Integrity Drive, Bldg 456-3
Millington, TN 38054
(901) 874-5804 (Voice)
(901) 874-5813 (Fax)
www.navy.mil/navco

AIR FORCE:

Office of the Secretary of the Air Force
Office of Public Affairs (SAF/PA)
1690 Air Force Pentagon
Washington, DC 20330
(703) 695-9664 (Voice)
(703) 693-9601 (Fax)
www.afoutreach.af.mil
Submit band requests online at
www.outreachrequests.hq.af.mil

NATIONAL GUARD BUREAU:

Submit requests to the State National Guard Public Affairs office in the state where the event will take place. Contact information for State Public Affairs Offices is available online at
www.ng.mil/features/comrel

SPONSOR: PLEASE RETAIN A COPY OF THIS FORM FOR FUTURE REFERENCE.

24. REMARKS (Use this area to continue any items if necessary. Reference by section and item number.)